

North Dakota State Fleet Services Policy Manual



Prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

BISMARCK, NORTH DAKOTA

www.discovernd.com/dot

DIRECTOR

David A. Sprynczynatyk, P.E.

STATE FLEET SERVICES

Paul R. Feyereisen

October 2003

TO: All State Agencies and Institutions

The mission of State Fleet Services is to provide high-quality motor vehicle transportation to state agencies and institutions. Providing quality motor vehicles at the lowest possible cost is our goal.

Customer service is the focus of everything we do. We strive to maintain mutually beneficial relationships with our customers and other business associates, and to continually improve our service.

I hope the following State Fleet Services Policy Manual will enable all of our customers to better serve the people of North Dakota.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, reading "David A. Sprynczynatyk". The signature is fluid and cursive, with the first name "David" being the most prominent.

David A. Sprynczynatyk, P.E.

Director

North Dakota Department of Transportation

Mission

The mission of State Fleet Services is to provide high quality motor vehicle transportation to state agencies/institutions.

Values

How we accomplish our mission is as important as the mission itself. These basic values are fundamental to Fleet Services' success.

People

People are our strength. They provide intelligence and vitality, and determine our reputation. Involvement and teamwork are our core human values.

Services

Our services are the end results of our efforts, and we owe our customers the finest service possible. As our services are viewed, so are we viewed.

Cost efficiency

Providing quality motor vehicles at the lowest cost possible is crucial. Cost efficiency is essential for the citizens of our state.

Guiding Principles

Customer service is the focus of everything we do.

Customers are our partners. We maintain mutually beneficial relationships with our customers and other business associates.

Employee involvement is a way of life. We are a team. We treat each other with trust and respect.

Integrity is never compromised. The conduct with our customers must be responsible and command respect. Integrity cannot be compromised for any reason.

Quality comes first. To achieve customer satisfaction, the quality of our services is our number one priority.

Continuous improvement is essential to our success. We strive for excellence in our human relations, services, and cost effectiveness.

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STATE FLEET SERVICES

State Law

24-02-03.3. Central management system for all state-owned licensed motor vehicles.

1. The director shall establish within the department a central vehicle management system to regulate the operation, maintenance, and management of all motor vehicles owned or leased by the state subject to registration under chapters 39-04 and 39-05. Upon the request of a state agency and an agreement between the agency/institution and director for the use of the motor vehicle-related equipment, the director may purchase or lease motor vehicle-related equipment and include that equipment within the system. The director shall provide a uniform method of documenting the use and cost of operation of motor vehicles and motor vehicle-related equipment in the system. The director shall advise the director of the office of management and budget as to the need to acquire or dispose of system motor vehicles. The specifications for highway patrol vehicles to be acquired may be set by the highway patrol superintendent. Every state agency/institution, institution, department, board, bureau, and commission, unless exempted by the director, must use the system. However, an agency/institution, institution, department, board, bureau, or commission may authorize the use of an employee's personal motor vehicle pursuant to subsection 4 of section 54-06-09.
2. The director may enter into an agreement with a state employee who has a disability requiring a specially-equipped vehicle to pay a mileage rate greater than the rate established in section 54-06-09 for the employee's use of the employee's specially-equipped motor vehicle while conducting state business. The rate must be based on the rate provided in section 54-06-09, increased by the actual cost per mile caused by the special equipment, and may not exceed the cost associated with the special equipment expressed as the new value plus the depreciated fair market value in eight years divided by two, divided by twenty thousand miles.
3. Each entity required to use the system shall submit records of the operation of each vehicle as directed by the director.

General Policy

State Fleet Services has a very large monetary investment in licensed motor vehicles. State agency/institution use is important to maintain a low-cost, viable fleet. Low costs depend on high use. State agencies/institutions are encouraged to use fleet vehicles rather than personally-owned vehicles. This should result in the lowest state transportation costs per mile/hour possible for the citizens of the state.

General Regulations for Operators

Definition: Only state employees and individual approved students are defined as “operators” under the following. Vehicles are defined as all licensed motor vehicles owned and leased by the state subject to registration under Chapters 39-04 and 39-05 NDCC.

All operators of State Fleet Services vehicles must adhere to the following regulations:

1. **Operators must possess a valid driver’s license** to operate state vehicles. If residency has been established in an adjoining state, that state’s driver’s license is valid. If an employee has an out-of-state license and becomes a resident of North Dakota, he or she has 60 days under Section 39-06-02 NDCC to get a valid North Dakota driver’s license. The license must be in the possession of the driver at all times when operating a state vehicle, and be of the appropriate class governing the vehicle being operated.
2. **Only state employees may operate a state vehicle.** Agencies/institutions may request approval for other operators under special state programs.
3. **Operators must obey and comply with all traffic laws** and regulations governing the operation of motor vehicles. Copies of all law enforcement traffic citations will be forwarded to each agency/institution for the appropriate disposition. Operators under the influence of alcohol or drugs are prohibited from operating state vehicles. Operators convicted of driving a state vehicle while under the influence of alcohol or drugs may not drive a state vehicle during the time they are required to file proof of financial responsibility (SR-22).
4. **Operators must pay, without reimbursement** and as soon as possible, all illegal parking fees and traffic fines. State Fleet Services will notify agency/institution directors of traffic violations. The agency/institution must respond in writing to describe the disciplinary action taken to improve the operator’s driving behavior.
5. **Operators must immediately report all accidents** involving state vehicles. Accidents must be reported to the driver’s agency/institution director, who in turn must notify State Fleet Services, Bismarck. Additionally, the driver **must** complete the Risk Management Fund Motor Vehicle Accident Report (SFN 51301). See ACCIDENTS page 16. All accident reports must be sent within two days of the accident to State Fleet Services.
6. **Operators must use state vehicles only for conducting state business** and not for personal use. Vehicles should not be taken to personal residences for overnight parking.

REQUEST FOR COMMUTING

North Dakota Department of Transportation, State Fleet Services
SFN 19525 (Rev. 03-2000)

Commuting to and from work with a state motor vehicle is not allowed unless responsibilities requiring 24-hour response to emergencies exist for individual drivers. A request in writing by agencies for each vehicle and approved by State Fleet Services is required.

State Agency _____	
State Vehicle Unit Number(s) _____ _____ _____	
Duties and Responsibilities of Agency Requiring Vehicles to be used for Commuting _____ _____ _____	
Define Justification for Commuting by Vehicles(s) _____ _____ _____	
_____ Signature	_____ Date

STATE FLEET SERVICES USE ONLY:

APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	REASON _____
_____ _____ _____		
_____ Signature	_____ Date	

Commuting is defined as a state employee driving a state vehicle to and from his or her residence and place of employment. This practice is considered using a state vehicle for personal use, which is a violation of state law. State agencies/institutions with responsibilities requiring 24-hour response to emergencies may commute upon written request and approval by State Fleet Services. (See SFN 19525, page 3.)

7. **Operators may not transport their spouses, children, animals, or hitchhikers** in state vehicles. Drivers may permit other than state employees to be passengers in state vehicles only if it is necessary to conduct state business.
8. **All occupants must wear properly fastened safety belts** whenever they travel in state vehicles. The operator must verify compliance and remind all passengers of the required seat belt policy.
9. **Vehicles with wheelchair securement devices:** The state may be liable if wheelchair securement devices are not used according to ADA regulations. All State Fleet vehicles using wheelchair securement devices will include a minimum of a three-point attachment. It is the driver's responsibility to make sure that all securement devices are secured to the frame of the wheelchair and along the adjustment bar before starting the vehicle.
10. **Smoking is prohibited in all State Fleet vehicles.**
11. **All vehicles assigned on a daily basis from the daily pool** must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.
12. **Agencies/institutions with monthly assigned vehicles** have a responsibility to maintain their assigned vehicles. This includes checking fluid levels and cleaning interior or exterior when needed. (Vehicle wash tickets are available at NDDOT district shops during working hours.) Changing a flat tire is the driver's responsibility.
13. **State Fleet Services will service all equipment which is original** and furnished by the manufacturer in a new vehicle. The transfer of special state-owned equipment such as two-way radios, CBs, police light bars, sirens, toppers, etc., is Fleet Services' responsibility. However, the initial installation of new equipment into vehicles already in service is the user's responsibility. Servicing of the above will not be at Fleet Services' expense except for minor electrical problems.
14. **Drivers may not place bumper stickers** or unauthorized equipment in or on state vehicles. This includes private equipment such as antennas, radios, tape players, speakers, etc. Radar-detecting devices are not allowed in state vehicles.

15. **Extra items or accessories that are not furnished** by the manufacturer as original equipment will not be purchased. These include seat covers, mud flaps, AM/FM radio, cruise control, running boards, etc. Exceptions to this rule must be approved by State Fleet Services prior to purchase and installation.
16. **Truck operators must replace wiper blades, light bulbs and lenses,** and other miscellaneous items. Other minor repairs and adjustments will also be done by the operator, subject to ability, tools, and knowledge.
17. **State Fleet Services will furnish a shovel,** an electrical cord, and a scraper for all daily pool vehicles in the winter months. Other winter survival gear may be provided by the user agency/institution.
18. **All agencies/institutions with monthly assignments** may provide their own equipment (list in #17) at their own expense.
19. **State Fleet cars will be plugged in at all daily motor pools** in below-zero temperatures. The user will then be responsible for using and retaining the extension cord after picking up the vehicle. When using the block heater overnight, place the front tire on the cord when plugging in to prevent theft.

Each agency/institution is responsible for the actions of its authorized drivers and must institute proper disciplinary actions for violating the regulations. Additionally, each agency/institution must reimburse State Fleet Services for:

1. The cost of repairs for damages resulting from an employee's gross negligent driving or misuse.
2. The cost of repairs for damages resulting from other than normal over-the-road operations.
3. The towing costs resulting from vehicles being driven into swampy or rugged terrain, unless driving there is necessary to carry out the agency's/institution's duties and responsibilities.

State Fleet Services will notify department heads of all operator violations.

Daily Motor Pool Transportation Requests

State agency/institution personnel requiring the use of a state vehicle should call the dispatcher's office with as much advance notice as possible, at one of the eight daily motor pools throughout the state.

Reservation information needed is the department number, reservation date, pick-up time, return date, name of agency/institution user, phone number, cost center, destination, and number of persons traveling.

The State Fleet Services Daily Motor Pool in Bismarck is located on the north side of the capitol maintenance shop, directly north of the state capitol. The hours of operation are from 7:30 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m., Monday through Friday, except holidays. Telephone 328-4126.

State Fleet Services also has daily motor pools located at: (See maps pages 23 – 33.)

NDDOT Valley City
1524 Eighth Avenue S.W.
Telephone: 701-845-8802

NDDOT Devils Lake
316 Sixth Street South
Telephone: 701-665-5100

Minot State University
500 University Avenue West
Telephone: 701-858-3210

NDDOT Dickinson
1700 Third Avenue West
Telephone: 701-227-6525

University of ND Grand Forks
UND Transportation Bldg.
Corner of Tulane and Campus Rd.
UND Campus
Telephone: 701-777-4122

NDDOT Williston
605 Dakota Parkway West
Telephone: 701-774-2721

ND State University Fargo
Thorson Mtce. Center, Bolley Drive
NDSU Campus
Telephone: 701-231-9619

State vehicles may be used for out-of-state travel at the agency/institution director's discretion. The state vehicle credit card is valid anywhere in the United States and Canada, but before filling the unit drivers should verify that the credit card will be accepted.

Fleet Services dispatchers will determine the availability of vehicles for a particular day. If vehicles are available, short trips will be granted. Personal transportation should be used if no vehicles are available.

Check-Out Procedure

The agency/institution user comes to the motor pool dispatch office and is given a vehicle, a set of keys, and a packet containing a vehicle credit card and the State Fleet Services equipment use SFN 2186—a two-part form with the following information (see page 7):

- The unit number of the vehicle.
- Beginning odometer reading.
- Their department name and number.

SFN 2186 (Rev. 9-2000)

Vehicle Number: _____

Department Name: _____

[illegible]

I certify the above to be correct and recommend payment.

1. Copies of all credit card purchases and purchase orders used must be turned in to the dispatcher when vehicle is returned.
2. Record repair work you think this vehicle needs on back side of this form.

Date _____

- Their specific cost center.
- Their charge to/project I.D. (Code the appropriate charge.)

The form must be signed and dated before the vehicle is released to the user.

Check-In Procedure

Upon returning the vehicle to the daily motor pool, the user will record the ending mileage on SFN 2186. If the odometer fails, estimated mileage must be recorded. The user is also responsible for refueling, taking out personal refuse, and vacuuming if necessary.

If a vehicle is returned when the dispatcher's office is unattended, put the SFN 2186, keys, and credit card into the packet and place in the night drop box. **The driver must keep the canary copy of SFN 2186 for agency/institution use.**

Rideshare

State Fleet Services has developed an on-line computerized reservation, dispatching and billing program for all eight daily pool locations, which increases our ability to create rideshare between agencies/institutions.

The main advantage to rideshare is reduced transportation costs. Daily pool vehicle costs are billed at a percentage of the total cost to the agency/institution in proportion to the number of occupants. For example, if two people from two different agencies/institutions used rideshare, the billing is 50 percent of the total cost to each agency/institution.

A special effort should be made to share with other agencies/institutions when several agencies/institutions are attending the same meeting or seminar. We should try to keep the total number of vehicles to a minimum by using 12- to 15-passenger vans.

The following is a brief explanation of how to access the rideshare program.

Rideshare Destination Inquiry Program, "RIDE"

1. Requirements for using the Rideshare Inquiry Program.
 - a. Have a terminal with access to the mainframe computer at ISD.
 - b. Have a CICS sign-on user ID.
2. Using the Rideshare Inquiry Program.

- a. Sign on to CICS with sign-on user ID and press the Enter/Control key.
- b. Key the word RIDE and press the Enter/Control key.
- c. The Rideshare Destination Inquiry should appear (see Figure 1).
- d. Key in the desired date, destination, and Motor Pool location and press the Enter/Control key.
- e. The names, phone numbers, department numbers, and return dates appear on the screen. From the information on this screen, make phone calls to work out travel details.
- f. If there are no reservations, a message will appear at the top of the screen.
- g. Change request date or press Clear key or Sys Rq to terminate.
- h. For help using the RIDE program statewide, call 328-4126, State Fleet Services, Bismarck.

NORTH DAKOTA STATE FLEET SERVICES RIDESHARE DESTINATION INQUIRY		MP250M1
DEPARTURE DATE: ____ / ____ / ____ FROM MOTOR POOL LOCATION: ____ TO DESTINATION CITY: ____	<div style="text-align: right; margin-bottom: 10px;"> MOTOR POOL LOCATIONS AND DESTINATIONS 1 – BISMARCK 2 – VALLEY CITY 3 – DEVILS LAKE 4 – MINOT 5 – DICKINSON 6 – GRAND FORKS 7 – WILLISTON 8 – FARGO 9 – UND – GRAND FORKS 10 – NDSU – FARGO </div> <div style="text-align: right;"> OTHER DESTINATIONS 12 – MANDAN 13 – JAMESTOWN 14 – WAHPETON 15 – GRAFTON 16 – WEST FARGO 49 – ALL OTHERS </div>	
DIRECTIONS: 1) KEY THE ABOVE INFORMATION 2) PRESS ENTER 3) LEAVE DEPARTURE DATE BLANK FOR OUTSTANDING RESERVATIONS PRESS CLEAR TO TERMINATE		

Figure 1

Use of Fleet Vehicles

State Fleet Services will annually monitor the use of all agency/institution monthly assignments. Fleet Services will pay particular attention to vehicles traveling under 10,000 miles per year. Daily use and location may justify a monthly assignment. The use of personal vehicles for transportation may be the most cost-effective method. Usually reassignment and combining work activities can reduce the number of under-used fleet vehicles.

Vehicles not driven many miles are expensive to operate. Vehicle used for building and grounds maintenance and mail or delivery services are examples of low-use vehicles. Other vehicles that are not used extensively are fire trucks, personnel lifts, drill rigs, and mapping units.

Monthly Assignments

Definition: Motor Vehicles assigned to agency/institution for at least one month are monthly assignment.

Agency/institution with monthly assigned motor vehicles are responsible for their care and daily servicing. This includes daily interior cleaning, refilling all fluids, checking oil and fluid levels, time to take vehicles to garages, etc. See General Regulations for Operators, number 12, page 4.

The costs associated with preventive maintenance and all other repairs are to be entered on the applicable credit card or purchase order.

The billing mile/hour begins with the delivery point for a new vehicle. When a vehicle is to be sold, the using agency/institution must pay for the miles/hours to the sale location. When a vehicle is transferred between agencies/institutions, the miles are charged to the receiving agency/institution. Broken odometer or hour meters on trucks must be repaired immediately.

During the last week of every month, agencies/institutions that are assigned monthly vehicles are given SFN 2185, "North Dakota Department of Transportation State Fleet Services Monthly Vehicle Report." An authorized representative of the agency/institution must complete and submit the form to State Fleet Services office by the fourth working day of the following month. All vehicles must have an ending mile entered on the form each month. If no usage for the month, enter the starting mileage as the ending miles. Agencies/institutions may also enter this information electronically.

Seasonal, Short-Term, or Emergency Vehicle Need

At times there may be a need for short-term use or an emergency need for a vehicle that is not assigned or available at a daily pool. Due to the seasonal nature of many agencies/institutions, and the variety of fleet vehicles, short-term requests may be fulfilled. Requests should be made to the assigned contact person.

Agencies/institutions are encouraged to cooperate when these requests are made. It is the requestor's responsibility to arrange for picking up and returning the unit. The vehicle must be returned in good condition.

Sharing and increased usage will be a benefit to all users—the more use, lowers the rental rate, the quicker the replacement, resulting in a more modern fleet.

Lease/Rental Motor Vehicles

An agency/institution/institution needing to lease or rent a vehicle must receive approval from State Fleet Services before the contract is completed. State Fleet can approve the contract verbally and approve the written request later. (See page 19 for automotive insurance requirements.

Student Request for State Fleet Vehicle (SFN 50654)

Student groups needing to use state fleet vehicles to attend university-approved activities need to complete SFN 50654. (See page 12.) Student groups should complete the request one week before the event so a vehicle can be reserved. The form needs to be completed only when no university or state employee is traveling with the group.

1. University name.
2. Identify the student group.
3. Enter account number if required by the university.
4. List name, phone number, and address of person requesting travel.
5. Type of vehicle required (i.e., 15 passenger van, compact sedan).
6. Number of vehicles needed.
7. Reserved for dispatcher.
8. Indicate departure and return date and time.
9. Identify the destination and round trip miles.
10. State the purpose of the trip.
11. Enter the estimated cost of the trip.
12. List names of all passengers and record the driver's license number and state of the drivers.
13. Comments/university use/special request information.
14. Acquire faculty advisor signature.

Submit completed forms to State Fleet Services, Bismarck, monthly.

OMB Annual Contracts

Fleet Services is required by law to abide by OMB purchasing policies and regulations.

STUDENT REQUEST FOR STATE FLEET VEHICLE
 North Dakota Department of Transportation, State Fleet Services
 SFN 50654 (Rev. 6-2000)

Bismarck 328-4126
 Dickinson 227-7409
 Minot 858-3210
 Grand Forks 777-4122
 Fargo 231-3819
 Valley City 845-8802
 Devils lake 662-1504
 Williston 774-4352
 Mayville 786-4760
 Wahpeton 671-2211
 Bottineau 228-5480

Form must be completed prior to departure.

University Name				
Student Group			Account No.	
Person Requesting Vehicle			Phone No.	
Mailing Address				
Type of Vehicle Required	Number of Vehicles Needed	Vehicle No. Assigned		
Depart Date	Depart Time	Return Date	Return Time	
Destination			Round Trip Mileage	
Purpose of the Trip			Estimated Transportation Cost	

Persons Traveling In the Vehicle *Required if driving vehicle.

Name	*Driver License Number/State	Name	*Driver License Number/State
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Form must be turned in to the Transportation/Dispatch Office.

Comments/ University Use/Special Request.

Approval

_____ Faculty Advisor	_____ Date	_____ Phone
--------------------------	---------------	----------------

White: State Fleet Bismarck Office
 Canary: University Copy
 Pink: University Copy

OMB has annual contracts in effect with certain firms for high-usage items used by most state agencies/institutions. These are commonly called “open-end contracts,” and they obligate the agency/institution to order specified items needed during the specified contract period from that seller. The outstanding feature of this type of contract is that quantities are not fixed. The agency/institution determines the quantities to be ordered and delivered under terms of the contract.

Agencies/institutions that are doing vehicle maintenance must purchase supplies from these contracts when practical. Depending on the particular item, these vendors may provide services in your area. Regulations allow for emergency needs as an exception.

OMB contracts that pertain to motor vehicles are:

- Batteries
- Tires

OMB supplies copies of all available contracts to agencies/institutions. The website address for OMB is: www.state.nd.us/omb.

Fleet Services has established pricing agreements for oil and lubricating services. The Fleet Service Shops can provide information about the location of these services.

Storage, Parking Fees, and Towing Fees

Storage or parking fees are the responsibility of the user. The operator is responsible for paying all parking fees.

Agencies/institutions with monthly assigned vehicles are responsible for paying any jump-start or towing fees if the block heater is not used during cold weather.

State Fleet is responsible for towing fees in case of an accident or mechanical breakdown. Towing costs resulting from a vehicle being driven into swampy or rugged terrain will be paid by the agency/institution unless driving there is a necessary function to carry out the agency's/institution's responsibility.

Gasoline and Oil

Gasoline/Diesel Fuel

Gasoline/diesel fuel shall be obtained from state fuel sites. (See maps on pages 23 – 32 for locations.) These sites are available for use 24 hours a day, seven days a week, with an automated fuel dispensing system (AFDS).

Oil

Oil is located at the eight daily pools in a small box marked "Oil" close to the fuel pumps at the fuel sites. The user must complete SFN 17445 which is provided in the box.

Credit Card

All state fleet motor vehicles have an assigned vehicle credit card which allows you to fill fuel at state fleet fuel locations.

State Fleet Fueling Sites

1. Insert and remove card (magnetic strip down and to the right). Cardreader prompts as follows: (Cardreader prompts are in **BOLD**).
2. **PLEASE ENTER YOUR PIN**
Key in the assigned number. Cards are vehicle specific. Press ENTER.
3. **ODOMETER READING**
Key in odometer reading. Press ENTER.

For trucks and buses, key in the hour meter. Press ENTER.
4. **SELECT DISPENSER**
Key in hose number (pump number). Press ENTER.
5. **THANK YOU. YOU MAY BEGIN FUELING**
After this prompt, flip the dispenser handle on and begin fueling.

Occasionally you will receive an error message; generally it will say, "READ ERROR." Try reinserting your card again. If you continue to get the message, check your card to see if it is bowed. If it is, gently flex it in the opposite direction and reenter the card. If error persists, ring the bell for an attendant. If it is after hours and an attendant is not available, use a commercial fuel station.

Lost, stolen, or damaged cards should be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.

Credit Card Use at Commercial Stations

The credit card may be used to purchase fuel, oil, wash, and other motor vehicle repairs from a commercial outlet when a state fleet facility is not available. Operators are to use self-service.

- Verify that the station accepts the credit card.
- Try to use major name brand stations.

- Actual prompting at a retail facility will depend upon the card-scanning software available at the station.
- Ask the attendant to scan the card as a **FLEET CARD**.

If the retail facility is capturing the maximum amount of fueling information, the driver will be prompted for the following:

DRIVER NUMBER – Key in the assigned PIN number.

ODOMETER – Key in odometer or hour meter reading.

If the retail facility does not get a prompt for driver number and odometer, the fueling transaction is still captured. State fleet will **not** require a copy of the gas receipt, if it is gas only. (Repairs see pages 15–16.)

Breakdown/Emergency Repair

If, while operating a state fleet vehicle, you have a mechanical breakdown or need emergency repair:

1. During normal business hours call the nearest state fleet maintenance facility. See page 22 for the phone number.
2. Be prepared to give the maintenance facility a brief description of the nature of the emergency and the location. The maintenance facility will give you directions on what is to be done.
3. If you are unable to contact a state fleet facility, you may need to contact a repair or tow service to get the vehicle repaired.
4. Notify your agency/institution for any additional assistance or transportation. State Fleet is not responsible for any additional cost associated with a breakdown except the repair and towing. If extended repairs are required, it is the employee's agency's/institution's responsibility to make alternate transportation arrangements.
5. Use the credit card to pay for the repairs or tow.
6. The agency/institution that was using the vehicle is responsible for mileage fees to return the vehicle to its dispatch location.

Minor Repair or Service

Minor repair or service is work that costs \$75 or less. This includes fanbelt, flat tire, wash job, wiper blades, headlights, radiator hose, oil change, air filter, etc.

Call the shop foreman if you have any questions. See page 22 for telephone number.

Major Repair or Service

Major repair or service is approved work that costs \$75 or more. This includes

main drive train components such as engine, transmission, differential, set of tires, brake job, alternator, tune-up, battery, muffler and tailpipe, etc.

If major repairs are needed after shop hours, the individual must make his or her own decision to authorize the repairs.

Major repair and service requires approval by the shop foreman. See page 22 for telephone number.

Retail Vehicle Maintenance and Repair

- Verify that the maintenance facility accepts the credit card.
- Try to use major brand name fueling stations with service bays, or Fleet Services contracted maintenance facilities.

If the maintenance facility is capturing the maximum amount of data, the driver will be asked for the following:

DRIVER NUMBER – Key in the assigned PIN number.

ODOMETER – Key in odometer or hour meter reading.

State Fleet Services requires a copy of the detailed invoice and receipt of the service or repair to be turned in at local NDDOT district headquarters or Motor Pool location.

When the credit card is not accepted, a Purchase Order can be used to pay for the services.

Lost, stolen, or damaged cards should be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.

Rental Rates

Vehicle rental rates are based on the costs of depreciation, operating expenses, and replacement rates. Agencies/institutions using state vehicles will be billed on a mileage/hour basis. The charge will cover both fixed and variable costs of operation. The rates will be adjusted periodically. The adjusted rate schedule will then be sent to all State Fleet Service user agencies/institutions. A current rate schedule will be available at State Fleet Services.

Accidents

Accidents are caused by unsafe actions of the driver, unsafe vehicle conditions, unsafe environmental conditions, or a combination of the three.

Vehicle accidents should always be investigated by the Highway Patrol. Local law enforcement may be notified, depending on the the location of the accident. Accidents occurring on private property are not required to be investigated by law enforcement.



**RISK MANAGEMENT FUND
MOTOR VEHICLE ACCIDENT REPORT**
STATE OF NORTH DAKOTA
SFN 51301 (Rev. 12-2001)

DEPARTMENT LOCATION CODE

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☐ Claim Form Requested
☐ Destruction Hold Notice

DRIVER RESPONSIBILITY: Complete this original report immediately after the accident and fax a copy to 701-328-2514. Mail the original report to the ND Department of Transportation, State Fleet Services, 608 East Boulevard Ave., Bismarck, ND 58505-0700, no later than 2 days after the accident. If you have any questions, please call State Fleet Services at 701-328-1472 or 701-328-1434.

AGENCY	Agency Name	District/Division
	Address	Telephone Number

TIME	Date of Accident	Day of Week	Hour	A.M. <input type="checkbox"/>
				P.M. <input type="checkbox"/>

LOCATION	Highway Number	Posted Speed Limit	Location From Nearest City	Citation Issued <input type="checkbox"/> Yes
	City	Street	At Intersection With	<input type="checkbox"/> No

TYPE	<input type="checkbox"/> Backing	<input type="checkbox"/> Snowplowing/Sanding	<input type="checkbox"/> Right Angle	<input type="checkbox"/> Rear End
	<input type="checkbox"/> Turned Over	<input type="checkbox"/> Animal	<input type="checkbox"/> Head On	<input type="checkbox"/> You Hit <input type="checkbox"/> You Were Hit
	<input type="checkbox"/> Fixed Object	<input type="checkbox"/> Sideswipe	<input type="checkbox"/> Other(Describe) _____	

STATE VEHICLE No. 1	VEHICLE	Year	Make	Model	Unit Number	
	Driver's Name			Driver's License Number		
	Telephone Number - Work			Telephone Number - Home		
	Home Address			City	State	Zip Code
	Damage (List Parts)				Estimate \$	
	Passengers <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed			Telephone Numbers Work Work	Telephone Numbers Home Home	

OTHER VEHICLE No. 2	VEHICLE	Year	Make	Model	License Plate	State
	Driver's Name			Driver's License Number		
	Telephone Number - Work			Telephone Number - Home		
	Home Address			City	State	Zip Code
	Damage (List Parts)				Estimate \$	
	Passengers <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed			Telephone Numbers Work Work	Telephone Numbers Home Home	

OWNER'S	Insurance Company	Policy Number
	Address	Telephone Number

DRIVER'S	Insurance Company	Policy Number
	Address	Telephone Number

MOTOR VEHICLE ACCIDENT REPORT
SFN 51301 (Rev. 12-2001) Page 2

WITNESS	Name	Address	City	State	Zip Code
	Location To Accident	Telephone Number Work	Telephone Number Home		

DAMAGE TO OTHER PROPERTY	What	Estimate \$	Telephone Number Work	Telephone Number Home
	Owner/Name	Address		

INJURED/ KILLED	Name				Vehicle <input type="checkbox"/> 1 <input type="checkbox"/> 2	
	Address	City	State	Zip Code	Telephone Number Work	Telephone Number Home
	Nature and Extent of Injury					

CONDITIONS	WEATHER <input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Sleeting <input type="checkbox"/> Fog <input type="checkbox"/> Other _____
	ROADWAY <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Slippery <input type="checkbox"/> Under Repair <input type="checkbox"/> Other _____
	Did Vehicle Have Any Defects? _____
	Were Seat Belts in Use? <input type="checkbox"/> Yes <input type="checkbox"/> No
	What Lights Were On? _____

Explain How Accident Occurred

Diagram: Mark State Vehicle 1 And Other Vehicle 2

State Employee	Department	Telephone Number
State Employee Completing Report	Telephone Number	Date

All motor vehicle accidents must be reported to State Fleet Services. The driver of the State Fleet vehicle is responsible for completing the Risk Management Fund Motor Vehicle Accident Report, SFN 51301 (see pages 17 and 18). Deliver a copy of the report to NDDOT shop foreman in the district where the accident occurred or to the State Fleet Motor Pool from which the vehicle was dispatched. All reports **must** be submitted within 48 hours of the accident.

Read the instructions on the "Risk Management Fund Motor Vehicle Accident Report" before completing. All spaces must be filled out. Parked vehicles involved in an accident need only indicate "parked" in the "DRIVER" space. All other information should be completed.

In the event of a serious property damage, personal injury, or if a death occurs, notify State Fleet Services immediately at 1-701-328-1434 or G.A.B. Robins at 1-701-237-3400, 8:00 a.m. to 5:00 p.m. or 1-800-621-5410 after hours.

Automotive Insurance

Liability Coverage

All State Fleet Services vehicles are insured under the North Dakota Risk Management Fund Vehicle Liability (pursuant to NDCC 32-12.2). **The coverage includes leased or rented vehicles whether in or out of state.** It is recommended that you purchase the additional liability insurance from the rental company if renting the vehicle in other countries (Canada, Mexico) and in states long distances away (Florida, Alaska, Hawaii, and California). The insurance card can be found in the glove compartment of the vehicle attached to the vehicle registration card. For duplicate copies contact any NDDOT shop foreman or State Fleet Services.

Collision and Comprehensive Coverage

Collision and Comprehensive insurance coverage for state vehicles is under the concept of self-insured. Some exceptions do apply. Out-of-state/country car rentals must purchase collision and comprehensive insurance coverage provided by the rental business.

Accident Review Board

Accident prevention is an agency/institution responsibility. The NDCC Chapter 4-11-01 defines State Risk Management Motor Vehicle Accident Review Board. However, each agency/institution is strongly encouraged to establish an accident review process, subject to State Accident Review Board approval, to determine the preventability of accidents. A preventable accident is defined as "any accident in which the operator failed to exercise every reasonable precaution to prevent the accident."

All preventable accidents should be addressed and positive action taken to prevent recurrence. Contact State Fleet Services for more information.

CHECKLIST FOR VEHICLE TURN-IN

North Dakota Department of Transportation, State Fleet Services
SFN 50652 (Rev. 02-2001)

To Be Completed by User

Agency Turning in Vehicle		
Dept. No. _____		Location _____
State Fleet Vehicle No. _____		
Model Year _____		Vehicle Color _____
Vehicle Make _____		Vehicle Model _____
Pickups Only <input type="checkbox"/>	4x2 <input type="checkbox"/>	4x4 <input type="checkbox"/>
<input type="checkbox"/> Crew-cab	<input type="checkbox"/> Short Box	<input type="checkbox"/> Long Box
<input type="checkbox"/> Chassis Only	<input type="checkbox"/> DRW	<input type="checkbox"/> Ext. Cab
<input type="checkbox"/> 3 Door	<input type="checkbox"/> 4 Door	

Prior to Vehicle Turn-in

<input type="checkbox"/> Remove All Agency Equipment
<input type="checkbox"/> Remove All Personal Items
<input type="checkbox"/> Remove All Loose Items From Inside
<input type="checkbox"/> Clean out Trunk
<input type="checkbox"/> Clean out All Pickup and Truck Boxes
<input type="checkbox"/> Wash and Clean Interior/Exterior of Trucks
<input type="checkbox"/> Windshield <input type="checkbox"/> Cracked <input type="checkbox"/> Pitted
<input type="checkbox"/> Spare Tire, Jack, Tire Wrench
<input type="checkbox"/> Tailgate on Vehicle

At Time of Turn-in

<input type="checkbox"/> All Keys
<input type="checkbox"/> Credit Card in Glove Box
<input type="checkbox"/> Owner's Manual in Glove Box
<input type="checkbox"/> License Plates on Vehicle (except Special plates)

Check Fluid Levels

<input type="checkbox"/> Oil	<input type="checkbox"/> Transmission	<input type="checkbox"/> Coolant
<input type="checkbox"/> Brake	<input type="checkbox"/> Battery	

Accessories

<input type="checkbox"/> Air Conditioner	Do All Work
<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Seats	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cruise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cassette/CD/AM FM	<input type="checkbox"/> Yes <input type="checkbox"/> No

List Any Mechanical Deficiencies

Example - Poor Transmission - Excessive Oil Use

Name of Person Turning in Vehicle Miles/Hours/Date

To Be Completed by DOT (shop rep.)

Has Vehicle Turn-in Sheet Been Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
Note Engine Information Gasoline _____ Diesel _____ No. Cylinders _____ Liter Size _____ C.I.D. _____
Transmission Type <input type="checkbox"/> Automatic <input type="checkbox"/> Std. <input type="checkbox"/> 3 sp. <input type="checkbox"/> 4 sp. <input type="checkbox"/> 5 sp. <input type="checkbox"/> 2 sp. Differential or Other
List Rear Axle Ratio -.7 Ton and Larger Vehicles
Tire Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
List Repairs Made to Vehicle
List Any Noted Interior/ Exterior Damage
Name of Person Receiving Vehicle Miles/Hours/Date

Form Is to Accompany Vehicle: To Sale Location

White - Original to Fleet Business Office

Canary - District DOT Use

Defensive Driving

Crashes cost time, money, and sometimes even lives. Defensive driving is taking every reasonable precaution to avoid crashes in spite of conditions and the actions of others. To ensure State Fleet vehicle operators are trained in proper defensive driving techniques, Fleet Services requires those who operate fleet vehicles, on at least a monthly basis, to take the National Safety Council Defensive Driving Course (DDC) as soon as practical after accepting employment and every four years thereafter. Training for those who operate fleet vehicles less than monthly is at the discretion of agency trainers or risk managers. Operators should coordinate DDC scheduling through their agency trainers or risk managers.

Motor Vehicle Decals

Section 39-01-02 NDCC requires the motor vehicles owned and operated by the state must display the name of the state.

Motor Vehicles Returned to State Fleet

State Fleet Services will coordinate the disposal and replacement of all motor vehicles. All employees turning in motor vehicles must complete SFN 50652, "Checklist for Vehicle Turn-In." (See page 20.)

Tires

All tire replacement must be approved by a shop foreman.

Large Passenger Vans

Cold inflation pressure for tires on large passenger vans (LP vans) is to be 50 psi front, 80 psi rear, and 80 psi spare. No LP van is to be released for carrying passengers at highway speed (55 mph or higher) before the motor pool dispatch or assigned agency has ensured the tires are inflated to the proper pressure. Tires on LP vans, both front and rear, are to be replaced when tread depth reaches 4/32nds.

Light Vehicles

The standard replacement depth for tire replacement is 3/32nds of an inch. Only all-season radial tires will be the replacement tire. Exceptions to the above shall be evaluated on a case-by-case basis. Annually, all Highway Patrol vehicles will have grip tires installed on or about November 1. The takeoffs will not be returned to the same unit in the spring. They may be used for other equipment, spare tires, or disposed of if nearly worn out. All tires shall be purchased from the state tire contract. Emergencies are an exception. Any exception to the above will be made by State Fleet Services.

Trucks

All trucks in rental groups 18 through 32 must replace front tires on the steering axle at 4/32nds. All rear tires must be replaced at 2/32nds.

Dispatch, Fueling, and Repair Sites

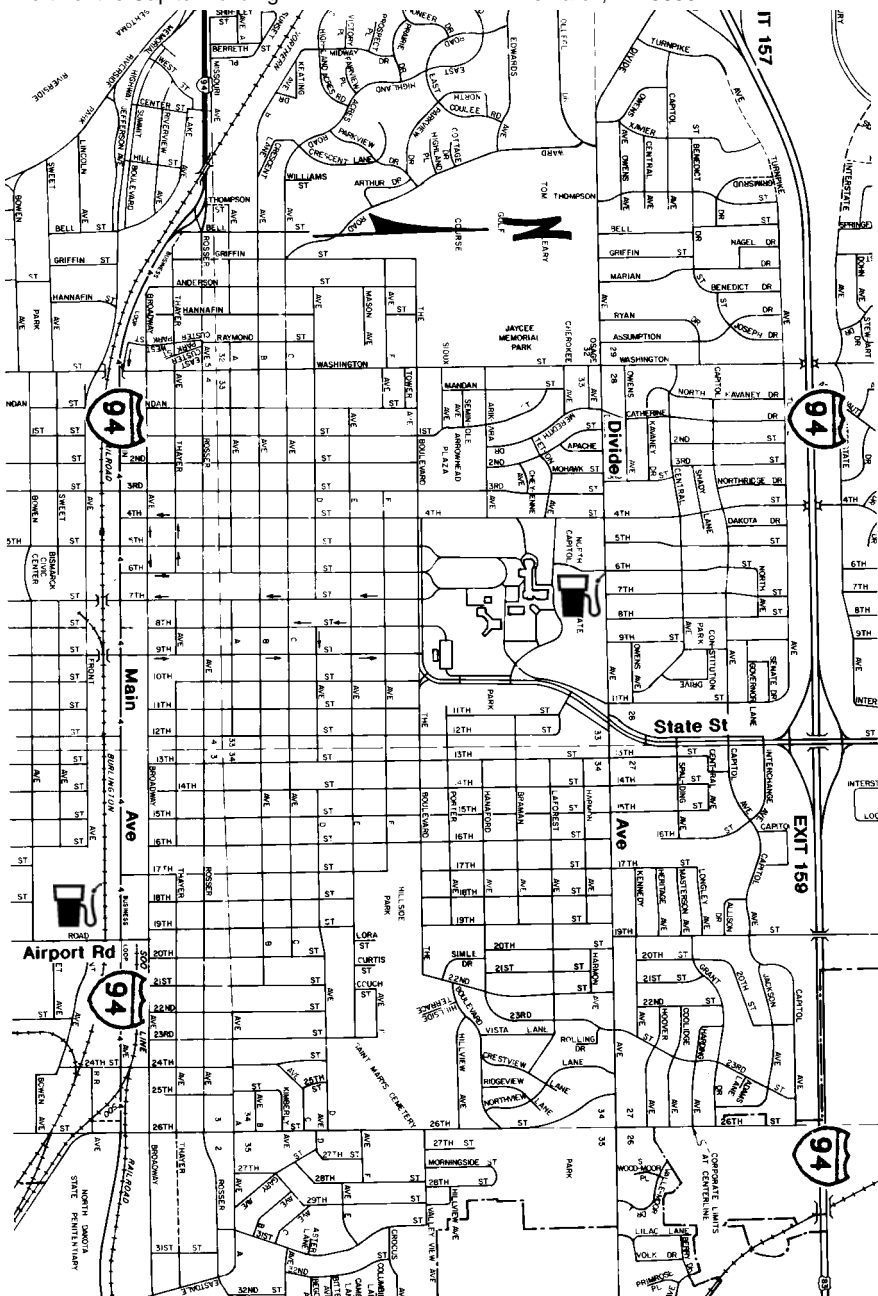
LOCATION	MOTOR POOL DISPATCH	SHOP REPAIR SHOP FOREMAN	24-HOUR FUELING SITE	ROAD REPORTING NUMBERS
Fleet Services – Capitol Motor Pool N. side of Capitol Maint. Shop N. of Capitol Bldg. – Capitol Grounds Bismarck, ND 58505	Yes 328-4126 7:30 a.m. – 4:00 p.m.	No	Yes	FAX: 328-2514
NDDOT – Bismarck 216 S. 19th St. – Airport Rd. Bismarck, ND 58504-6003	No	Yes 328-6940 7:00 a.m. – 3:30 p.m.	Yes	328-7623 Website*
NDDOT – Devils Lake 316 Sixth St. S., P.O. Box 817 Devils Lake, ND 58301-0817	Yes 665-5100 7:00 a.m. – 3:30 p.m.	Yes 665-5120 7:00 a.m. – 3:30 p.m.	Yes	665-5123
NDDOT – Dickinson 1700 Third Ave. W. Dickinson, ND 58601-3009	Yes 227-6525 7:00 a.m. – 3:30 p.m.	Yes 227-6522 7:00 a.m. – 3:30 p.m.	Yes	227-6560
NDDOT – Fargo 503 38th St. S. Fargo, ND 58103-1198	No	Yes 239-8914 7:00 a.m. – 3:30 p.m.	Yes	239-8950
NDDOT – Grand Forks Hwy. 81 N. 1951 N. Washington P.O. Box 13077 Grand Forks, ND 58208-3077	No	Yes 787-6520 7:00 a.m. – 3:30 p.m.	Yes	787-6550
NDDOT – Minot 1305 Hwy. 2 & Bypass East P.O. Box 1396 Minot, ND 58702-1396	No	Yes 837-7629 7:00 a.m. – 3:30 p.m.	Yes	837-7623
NDDOT – Valley City 1524 Eighth Ave. S.W. Valley City, ND 58072-4200	Yes 845-8803 7:00 a.m. – 3:30 p.m.	Yes 845-8802 7:00 a.m. – 3:30 p.m.	Yes	845-8888
NDDOT – Williston US 2 & Sixth Ave. W. 605 Dakota Parkway W. P.O. Box 698 Williston, ND 58802-0698	Yes 774-2721 7:00 a.m. – 3:30 p.m.	Yes 774-2720 7:00 a.m. – 3:30 p.m.	Yes	774-2705
Minot State University 500 University Ave. W. Minot, ND 58701	Yes 858-3210 7:30 a.m. – 4:00 p.m.	Yes 858-3210	No	
ND State College of Science 800 N. Sixth Street Wahpeton, ND 58075	No	No	Yes	
ND State Hospital I-94 Exit 260 Jamestown, ND 58401	No	No	Yes	
ND State University Thorson Maintenance Center Bolley Drive, NDSU Campus Fargo, ND 58105	Yes 231-9619 7:30 a.m. – 4:00 p.m.	Yes 231-9533 7:30 a.m. – 4:00 p.m.	Yes	239-8950
University of ND UND Transportation Building Tulane Dr. & Campus Rd. UND Campus Grand Forks, ND 58201	Yes 777-4122 7:30 a.m. – 4:00 p.m.	Yes 777-4088 7:30 a.m. – 4:00 p.m.	Yes	

*Website: http://www.state.nd.us/dot/roadreport_map.html

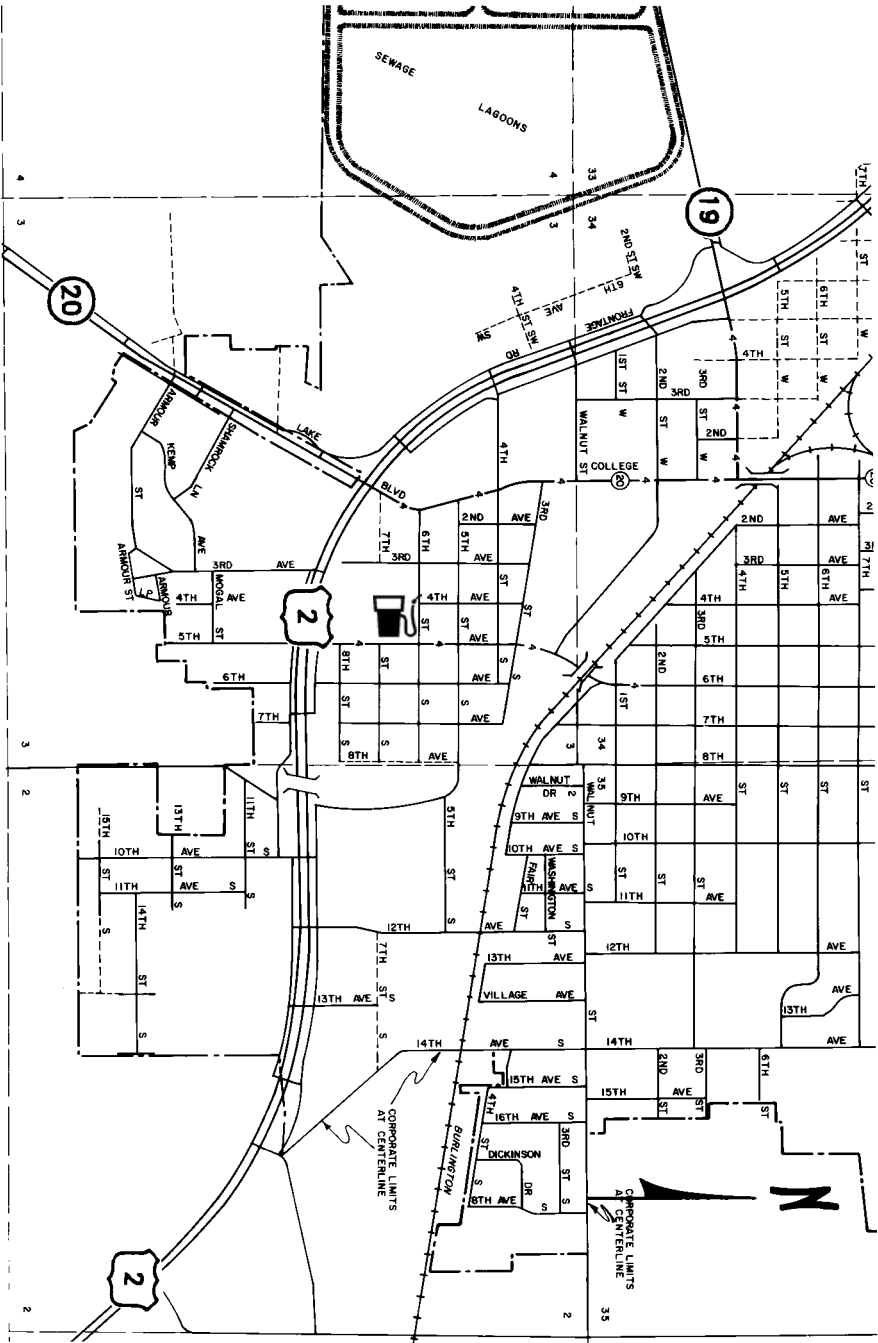
State Fleet Services Dispatch, Fueling, and Repair Sites

FLEET SERVICES DISPATCHER OFFICE
North side of Maintenance Building
North of the Capitol Building

NDDOT BISMARCK
218 South Airport Road
Bismarck, ND 58504

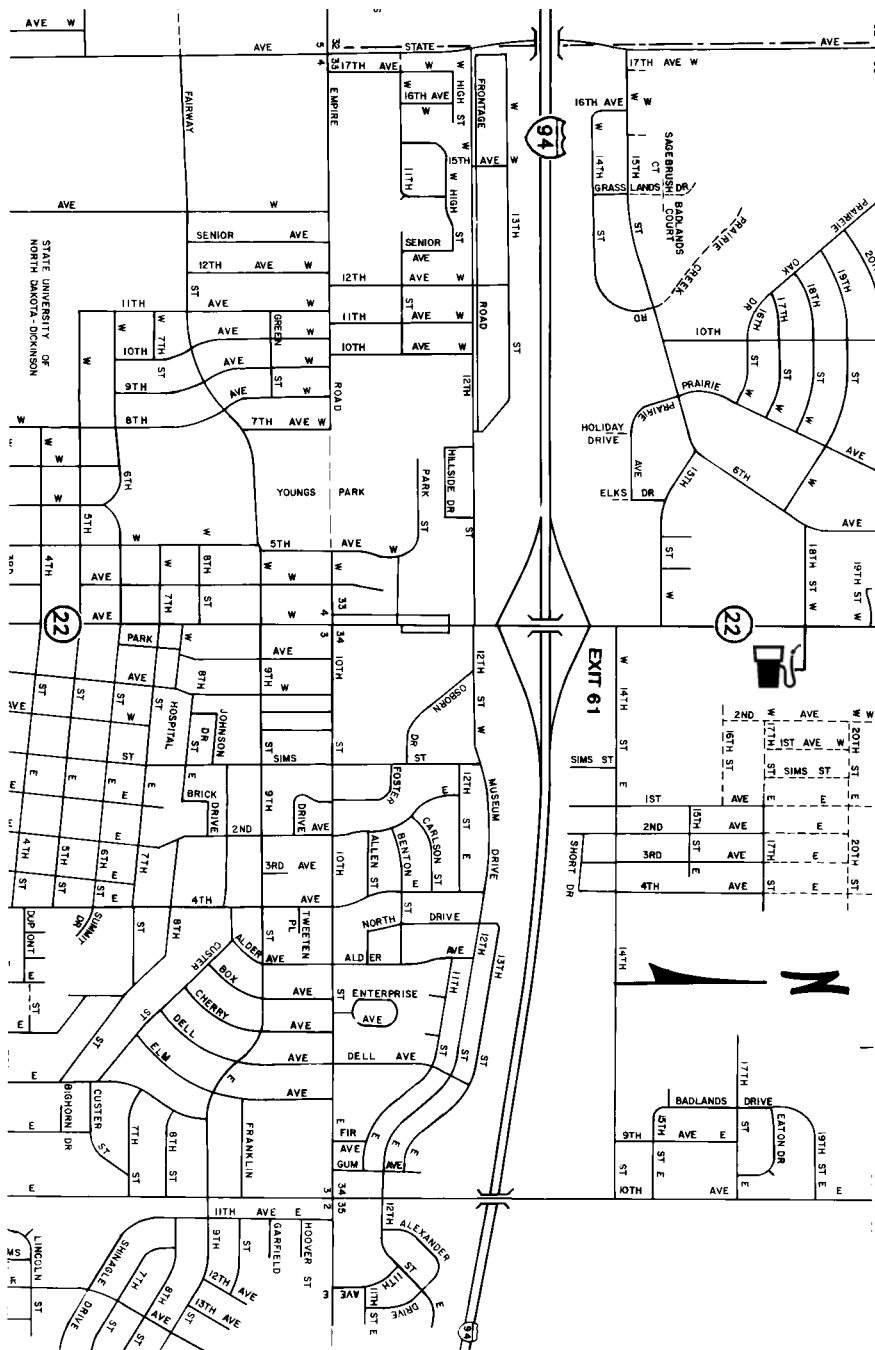


NDDOT DEVILS LAKE
316 South Sixth Street
Devils Lake, ND 58301-0817

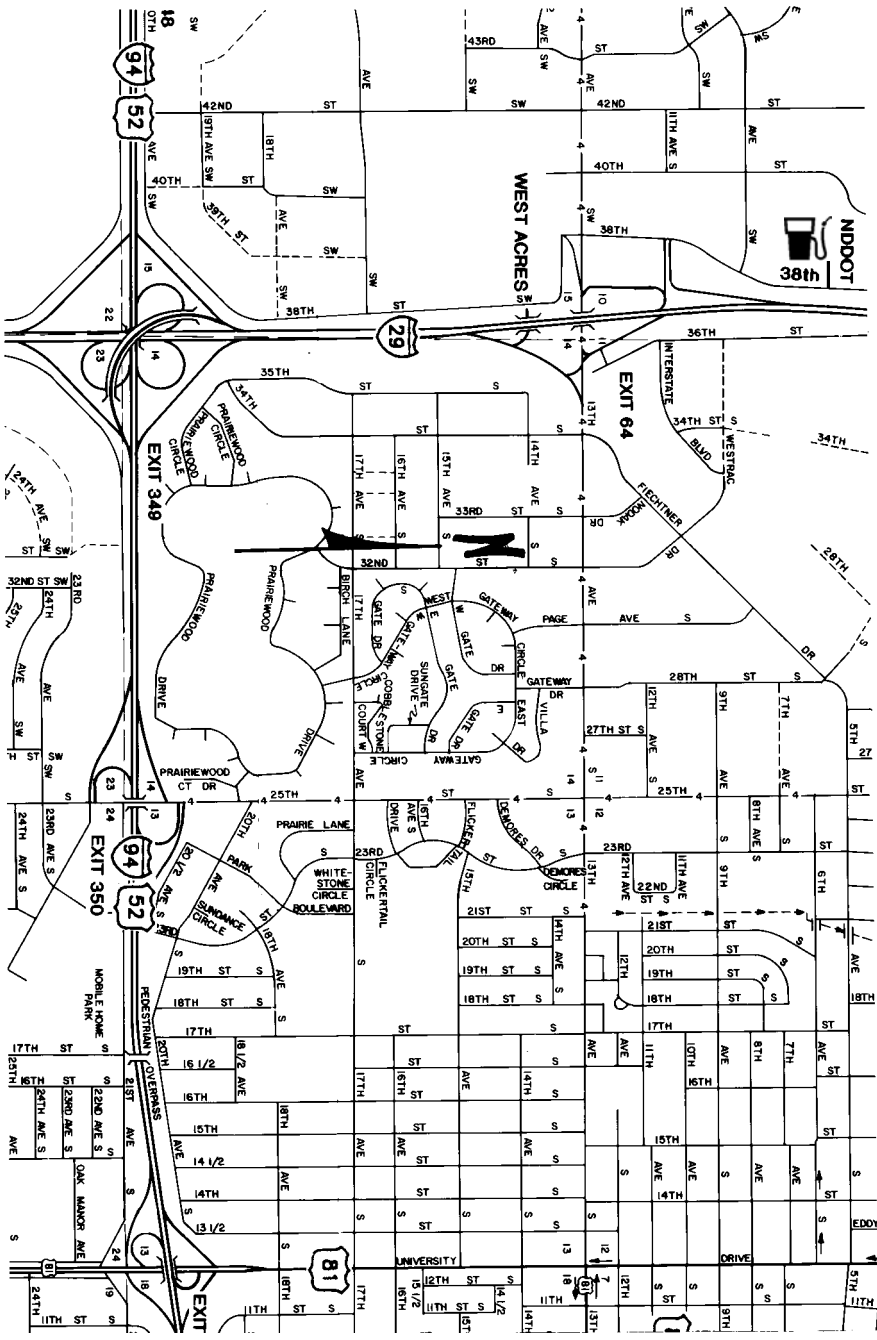


NDDOT DICKINSON

1700 Third Avenue West, Suite 101
Dickinson, ND 58601-3009

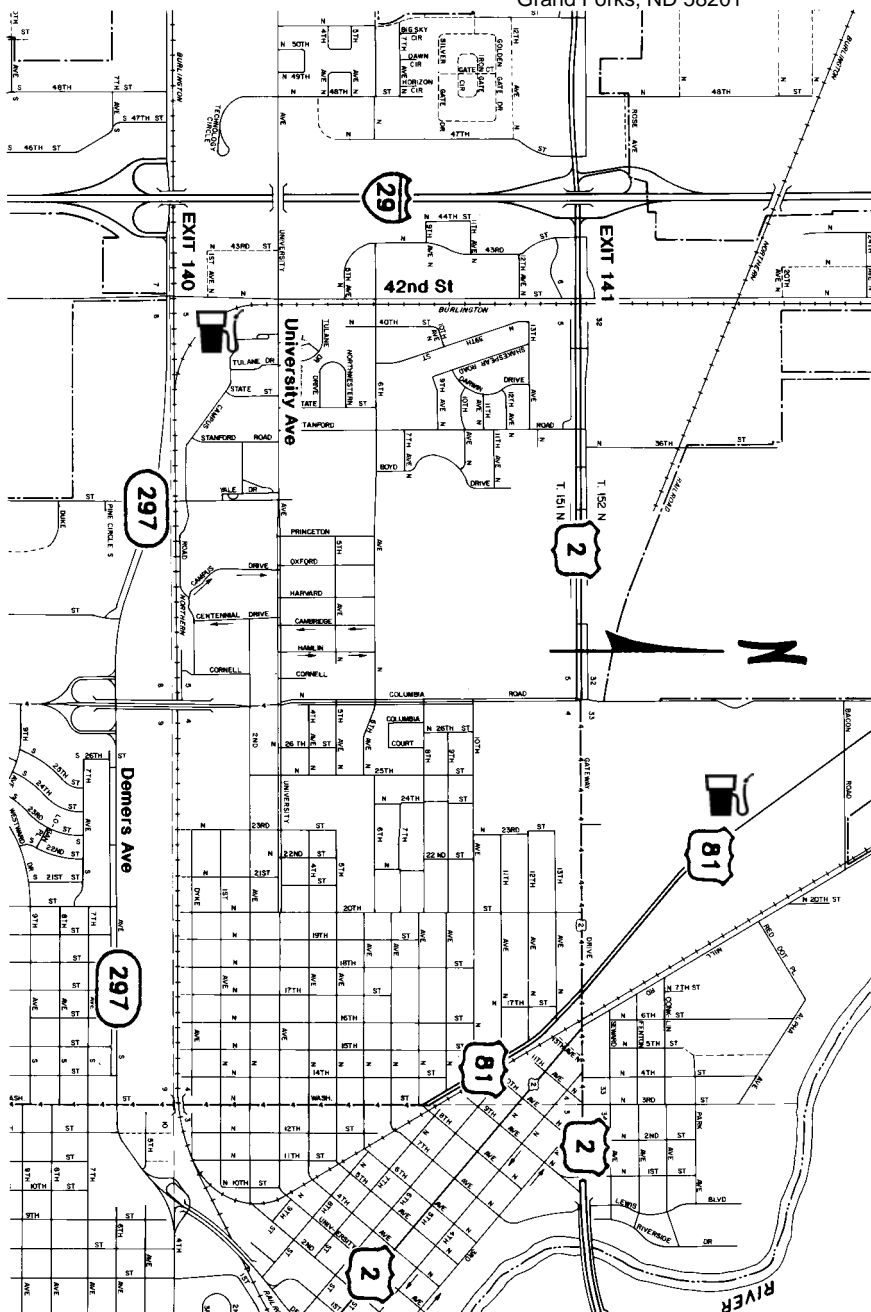


NDDOT FARGO
503 38th Street South
Fargo, ND 58103-1198

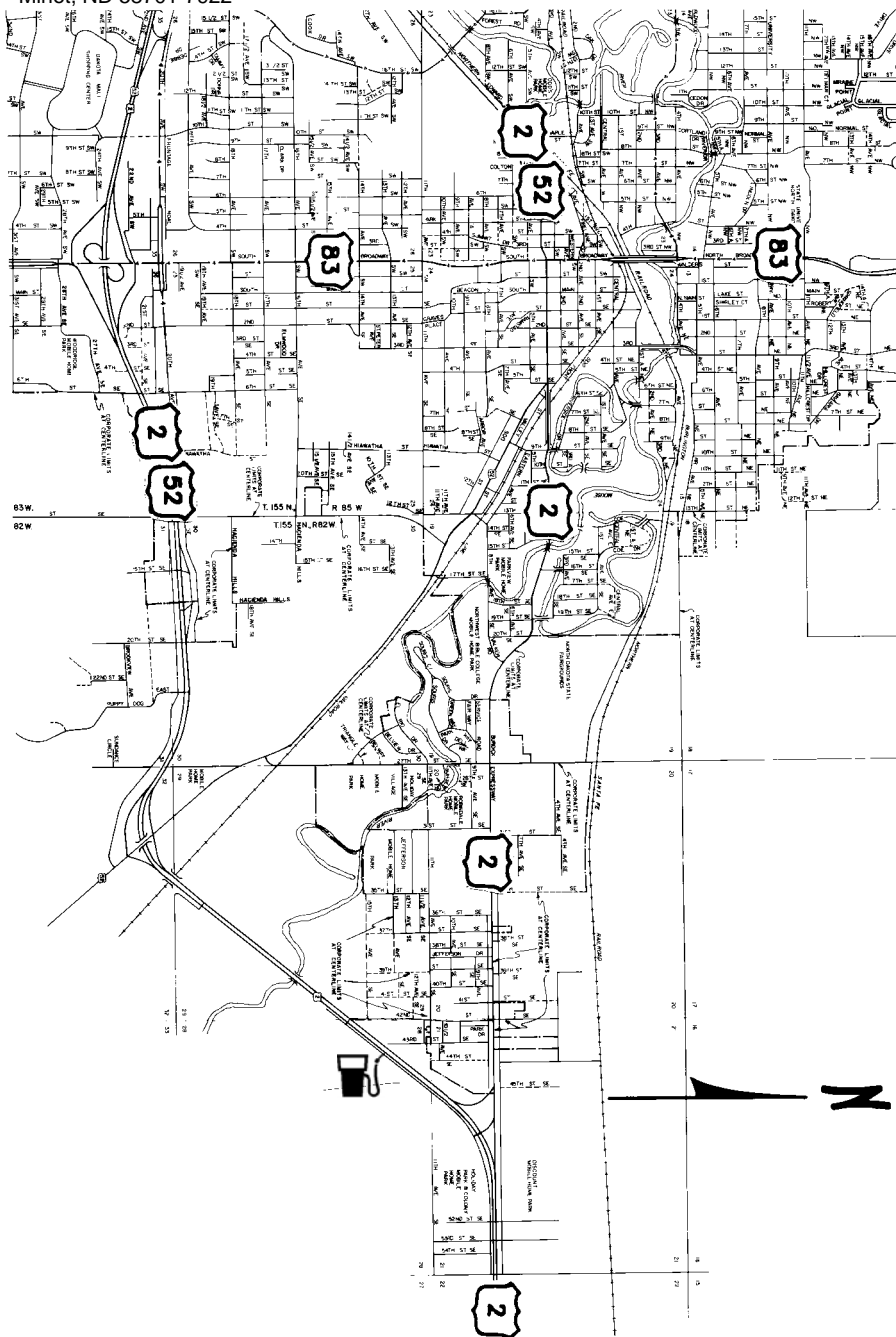


NDDOT GRAND FORKS
1951 North Washington
Grand Forks, ND 58208-3077

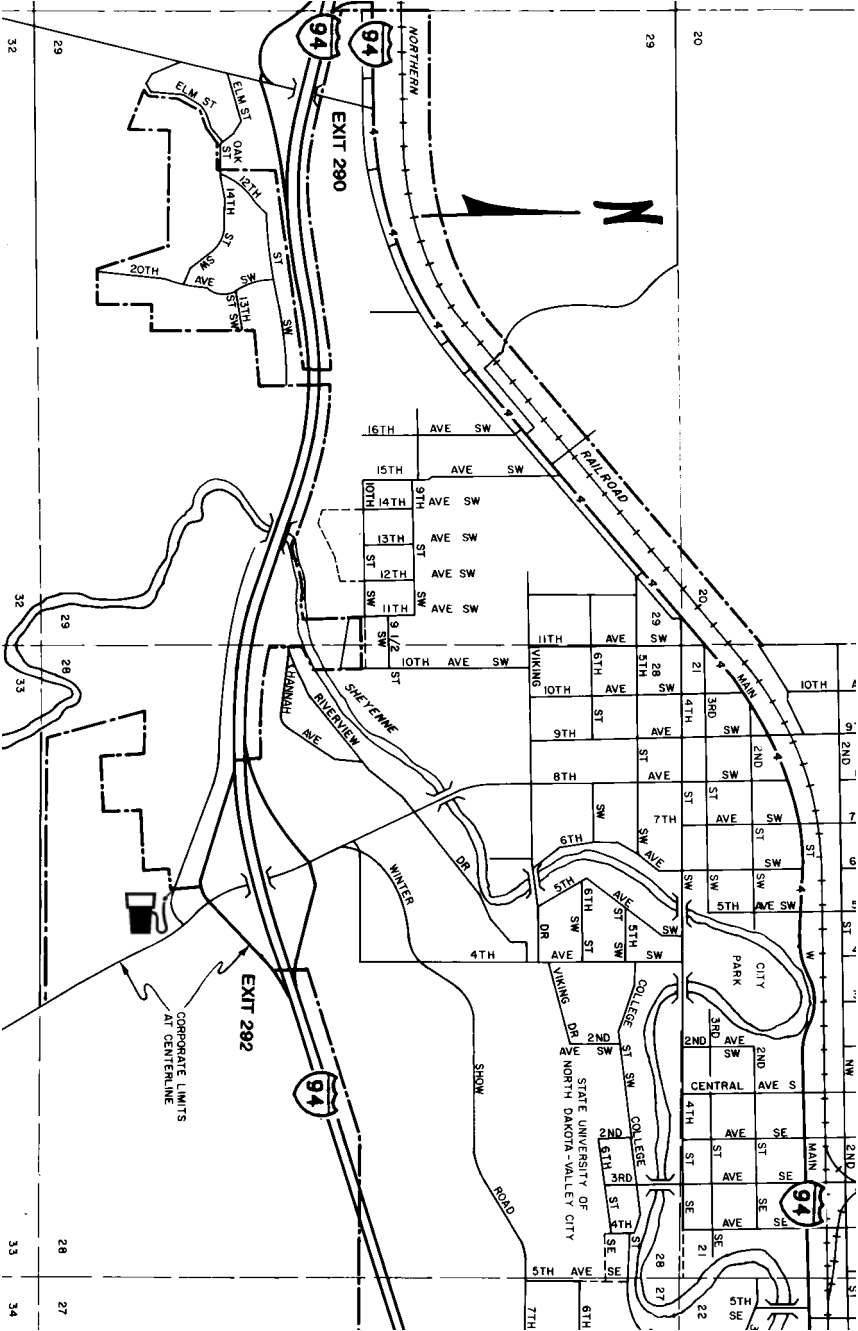
UNIVERSITY OF NORTH DAKOTA
UND Transportation Building
Tulane Drive & Campus Road
UND Campus
Grand Forks, ND 58201



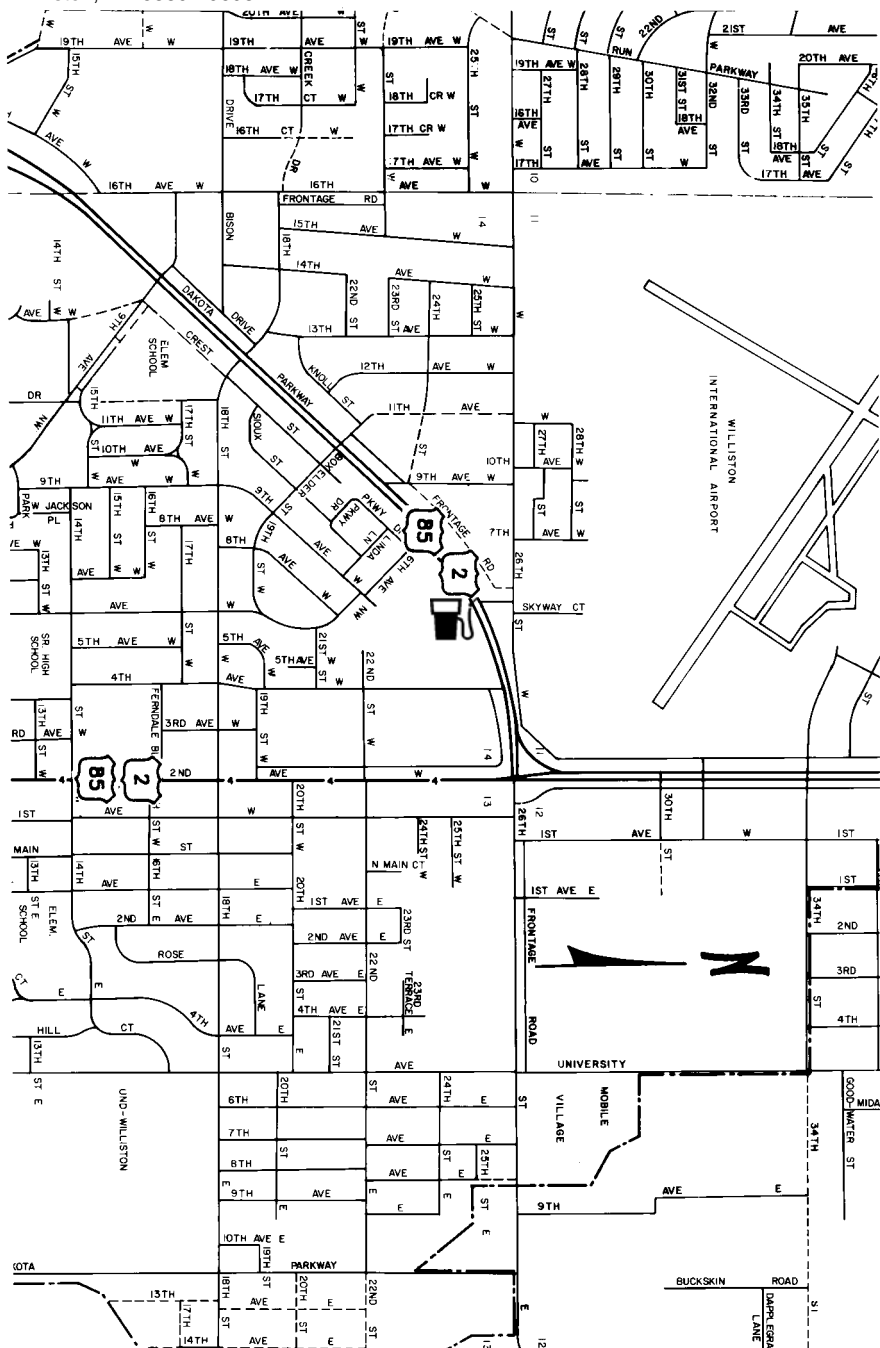
NDDOT MINOT
1305 Hwy. 2 Bypass East
Minot, ND 58701-7922



NDDOT VALLEY CITY
1524 Eighth Avenue SW
Valley City, ND 58072-4200

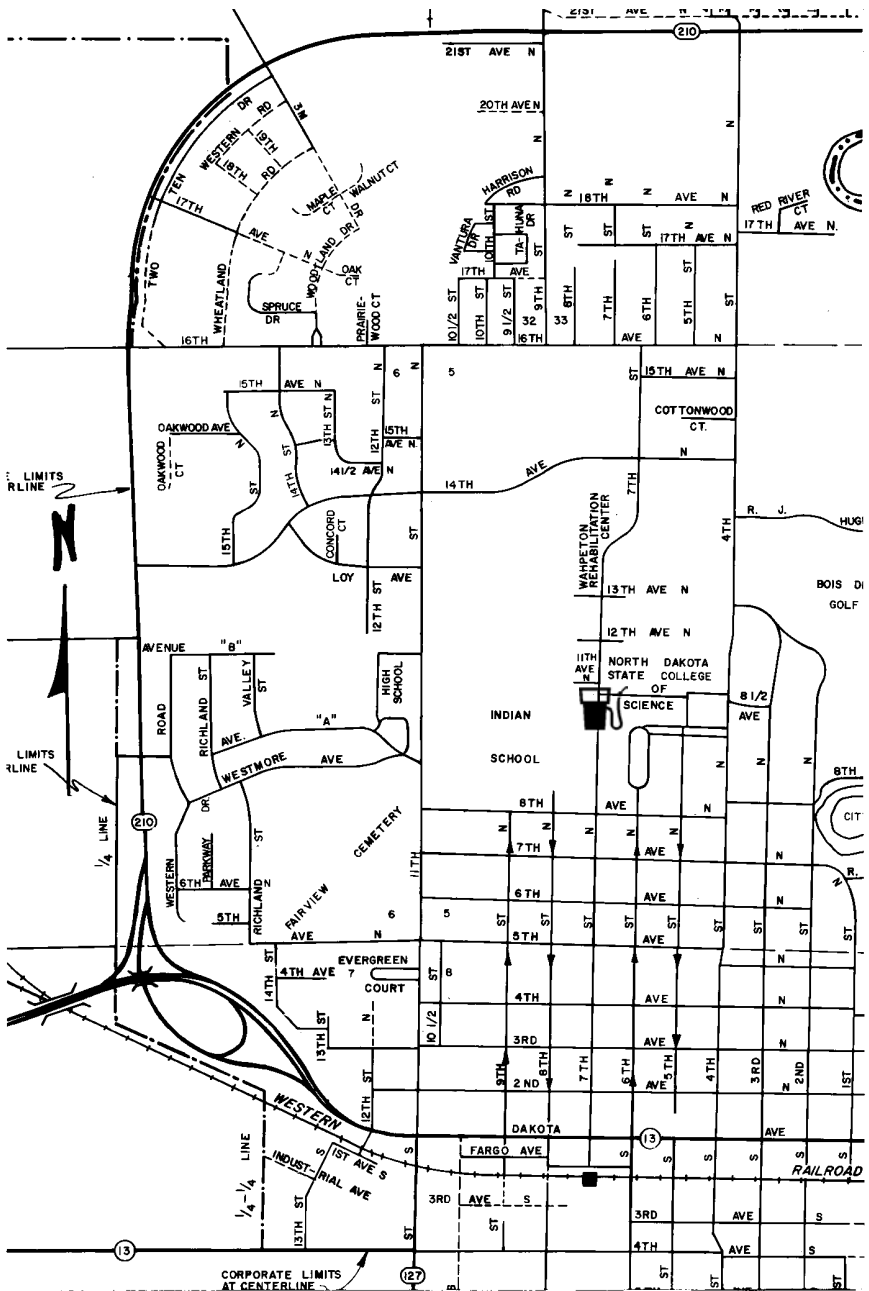


NDDOT WILLISTON
 605 Dakota Parkway West
 Williston, ND 58802-0698

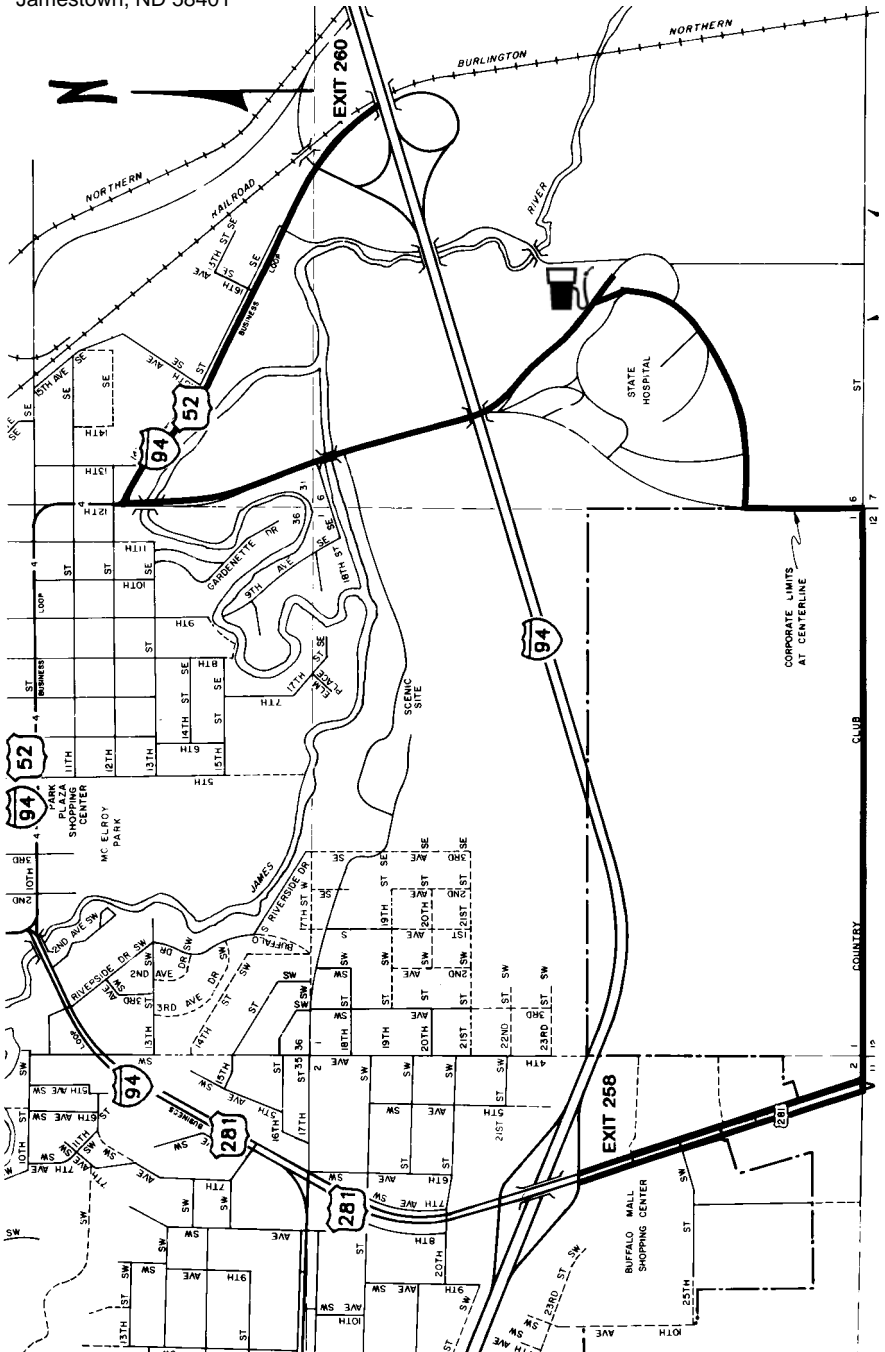


NORTH DAKOTA STATE COLLEGE OF SCIENCE

800 North Sixth Street
Wahpeton, ND 58075



I-94, Exits 258 or 260
Jamestown, ND 58401



NORTH DAKOTA STATE UNIVERSITY
Thorson Maintenance Center
Bolley Drive, NDSU Campus
Fargo, ND 58105

